

Corporation of the Village of Cumberland

2673 Dunsmuir Avenue
P.O. Box 340
Cumberland, BC V0R 1S0
Telephone: 250-336-2291
Fax: 250-336-2321
cumberland.ca

Accessibility Select Committee Agenda Special Meeting September 5, 2018, 6:00 pm Council Chambers

1. Approval of Agenda

2. Terms of Reference and Scope of Work Review

2.1 Terms of Reference & Work Plan, review and update 1

3. 2019/2020 Committee Budget Requests

3.1 Related to administration and work plan:

Description	2018 budget	2019 request	2020 Request
education/conferences	\$0	\$ *	\$
Meeting costs	\$0	\$	\$
Accessibility awareness promotion	\$500	\$	\$
Mounting of Accessibility mural		\$300	

* 2019 conference: \$475 reg, plus travel & accommodation in Victoria

4. Budget Recommendations

- Facility and Infrastructure Review, Recommendations..... 5

4.1 Development Services: SAFERhomes Program membership: \$1300 and the following year(s) at \$650.00

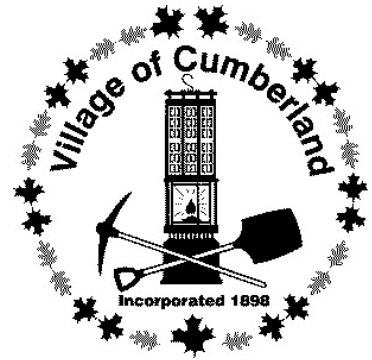
4.2 Operations: special event reserve parking signage (10 signs) = \$332 plus cones

4.3 Project Recommendations for 2019 and 2020 (review 2016 Facility Review)

4.4 SPARC BC / Disability Alliance BC, Accessibility Project – Committee recommendation

5. Adjournment

COUNCIL POLICY



Title: **Accessibility Select Committee, Terms of Reference**

Adopted Date: January 26, 2015
Amended Date: February 12, 2018

No. 1.7

Section: Administration
Motion No. 15-41, 18-85

Policy Statement

The 2014 official community plan sets out the following universal design policies:

- Public spaces, facilities, services and places of employment shall be accessible to people of all abilities.
- The Village will encourage business partners, governments, and employers on public and private lands to improve the physical accessibility of their property and facilities.
- Provide adequate designated parking for people with disabilities.

Purpose of the Committee

The purpose of the committee is to undertake and complete the scope of work set out in this policy by June 2019.

Scope of Work

- (a) To make recommendation to Council on a strategy to encourage and support owners of existing public and commercial buildings in making accessibility improvements.
 - (b) Review of community event manual with recommendations to make events more accessible; and outreach with special event coordinators.
 - (b) Consult with emergency planning staff on accessibility.
 - (c) Explore and investigate accessible tourism, and parks and trails mapping.
 - (d) Make recommendations to Council on BC Accessibility 2024 opportunities.
 - (e) Matters referred to it by Council.
2. To make recommendation to Village staff on Village facilities, service provision, and other matters upon request.

Reporting

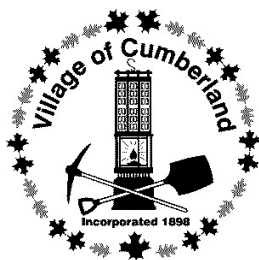
3. The Committee will report to the Council through
 - (a) meeting minutes, which may include recommendations to Council,
 - (b) reports, and
 - (c) consultant reports.

Membership

4. Council will appoint up to seven members to the committee, including
 - (a) one member of council who may not sit as chair or vice-chair,
 - (b) up to six community-at-large members, with a preference given to individuals with knowledge of accessibility-related issues as they pertain to the built environment and individuals with disabilities.
5. The members must select a chair and a vice-chair from amongst the members.
6. Representatives from local and regional not-for-profit organizations and community service organizations may attend Committee meetings as non-voting liaisons.

Procedures and Administration

7. The Committee is subject to the open meeting, conflict of interest, and procedural rules and other applicable rules under the *Community Charter* and the Council Procedure Bylaw.
8. The Committee must meet monthly on a regularly recurring day at least 5 times a year. At its first meeting and a meeting in fall each year after, the Committee must set out its schedule of meetings for the following year.
9. The Committee will have the following staff resources:
 - (1) Administrative support for
 - Scheduling and public notice of meetings
 - Preparation of meeting agendas and agenda items for discussion
 - Assistance with the preparation of work plans and budgets
 - Taking of the minutes
 - Submission of minutes to Council agenda for receipt
 - (2) Planning and support for
 - BC Building Code advice
 - Guidance on the official community plan and any zoning bylaw review
 - Provision of data and resources
10. Each year in the fall, the Commission must develop and submit to Council a work plan and budget request for the following year.



Corporation of the Village of Cumberland

2673 Dunsmuir Avenue
P.O. Box 340
Cumberland, BC V0R 1S0
Telephone: 250-336-2291
Fax: 250-336-2321
cumberland.ca

File No. 0540-20

June 15, 2018

Accessibility Committee Work Plan

	Task	Status	Next Steps
1.	To make recommendations to Council on a strategy to encourage and support owners of existing public and commercial buildings in making accessibility improvements.	In progress	<ol style="list-style-type: none"> 1. Distribution of brochure for businesses by mail through business licence data – Completed 2. Committee members to hand deliver to downtown businesses and talk to owners if available
2.	Review of community event manual with recommendations to make events more accessible; and outreach with special event coordinators	In progress	<ol style="list-style-type: none"> 1. Review Community Event Manual underway 2. Make recommendations for staff review 3. Outreach with event coordinators in fall 2018 and spring 2019
3.	Consult with emergency planning staff on accessibility	Not started	<ol style="list-style-type: none"> 1. Regional emergency support services: September 24, 2018 <p>Proposed Agenda:</p> <ol style="list-style-type: none"> 1. Introductions <ul style="list-style-type: none"> • Emergency Program staff • Cumberland Accessibility Committee members 2. Previous accessibility work and training for EP/ESS– where we are now 3. Personal emergency preparedness and resources <ul style="list-style-type: none"> • People with Disabilities • Seniors 4. Evacuation Planning (e.g. Wildfire, Flood) 5. Emergency Reception Centres <ul style="list-style-type: none"> • centres in Cumberland

			<ul style="list-style-type: none"> centres in the Comox Valley 6. Set date for tour of Cumberland emergency reception centres
4.	Explore and investigate accessible tourism, and parks and trails mapping <i>The Facility and Infrastructure Accessibility Review</i> recommendations: a) Continue to identify two or three potential pilot sites to help to expand the current network of accessible trails b) Consider developing trail profiles similar to the approach adopted by the Capital Regional District and make this information available at the local tourist office.	In progress	1. Submit detail for Rick Hansen rating for South Colliery Trail, Egremont Park trails, North Colliery Trail, Ravenwood Park trails, Ulverston Park trails, Chinatown Walking tour 2. Complete rating: October 2018 3. Apply for grants Committee discussion: <ul style="list-style-type: none"> grant opportunities for Village Park, updating signage for Village trails, mapping and brochure; Trail Forks website update, apps and online mapping; pursue grant funding for words and graphics
5.	Make recommendations to Council on BC Accessibility 2024 opportunities	Not started	To be determined
	Ideas for priorities, budget and recs to staff: <ul style="list-style-type: none"> Recommendations for inclusive and accessible playground equipment and grants Presentation to Comox Valley Development and Construction Association SAFERhomes program & encouraging developers to build to universal or universal-ready standards; Review of Official Community Plan development permit guidelines related to accessibility 		



Corporation of the Village of Cumberland

2673 Dunsmuir Avenue
P.O. Box 340
Cumberland, BC V0R 1S0
Telephone: 250-336-2291
Fax: 250-336-2321
cumberland.ca

File No. 0730-01
January 30, 2018

Facility and Infrastructure Accessibility Review December 2016

Recommendations

Village Office	Status
a) Make design changes and improvements to the entrance of the Village Office to make it more accessible. Ideally this would include changes to the doorway (wider) and the ramp.	Renovation of municipal office and fire hall budgeted for 2021/2022 through amenity and borrowing
b) Consider lowering a portion of the service counter in the Village Office to make it more accessible for someone using a wheelchair.	
c) Consider retrofitting one of the existing washrooms in the Village Office to make it universally accessible.	Completed Dec 2017
d) Make improvements to the current designated accessible parking space that is located in front of the Village Office. This includes changes to make the surface more level as well as changes to ensure that there is a safe, level, clear path of travel from the accessible parking space to the entrance of the Village Office.	Budgeted for 2018
e) While minor modifications can be made to the existing accessible parking space located in the front of the Village Office, major changes would have to be considered at the time that the road in front of the office is re-constructed. This will result in better design.	Long term future project
Council Chambers	
No recommendations have been made at this time in terms of further design changes or enhancements to Council Chambers.	No action required
Cultural Centre and Cumberland Museum (Entrances)	
a) Continue to explore the alternatives to improve the overall accessibility of the entrances to both the Cultural Centre and Cumberland Museum (both front and back).	Complete. Museum ramp reconstruction with grant funding in 2017.
b) Consider retrofitting the back entrance of the Museum as an interim measure to make it more accessible until such time as the planning and redesign of the front entrances to the Cultural Centre and Cumberland Museum is completed (estimated to be 3 to 5 years).	Options B-D redundant with 2017 entrance work

c) Add signage to the Cumberland Museum to redirect people who use mobility aids to the alternative accessible entrance including the back entrance to the Museum if changes are made and/or to the alternate entrance that is currently available through the back entrance of the Cultural Centre	
d) Add a door bell to the back entrance of the Museum to allow patrons to alert someone that they are at the back entrance and that they would like to enter. The same should be done if the Village continues to use the Cultural Centre as the alternate entrance to the Museum.	
Interior Spaces in the Cultural Centre and Cumberland Museum	
a) Consider purchasing a portable aluminum ramp for the stage in Moncrief Hall to allow for a wider range of activities and opportunities for people who require a ramp to access the stage.	No action
b) Review alternatives available to improve the accessibility of the accessible washroom in Moncrief Hall.	No action
c) Work with staff at the Cumberland Museum to improve the internal pathways and circulation routes in the Museum to ensure that the interior spaces in the Museum are accessible (especially the pathway to the elevator).	No action
d) Develop a brochure that outlines the accessibility features of the Cultural Centre and Cumberland Museum and make this brochure available in the local tourist information centre.	No action
Cumberland Recreational Centre	
a) That the future planning and redesign of the west wing of the Recreation Centre continue to take into consideration specific accessibility-related enhancements including changes to the service area, the entrance as well as the inclusion of a fully accessible washroom.	East washroom renos in 2018 with Rick Hansen funding
Cumberland Village Core	
a) Continues to work together to look at ways to ensure that the Village Core continues to be as accessible as possible.	Accessible parking improvements budgeted for 2018. Future parking improvements in the Accessible Parking Plan, 5480-03
b) Continue to look at ways to remove barriers and to introduce changes that will help to enhance and support the flow of pedestrian traffic and ensure that the sidewalk spaces in the Village Core continue to be as accessible as possible.	Ongoing – PW continues to move Rotary bicycle parking to the outside of sidewalk as schedule permits

c) Continue to identify ways to engage local businesses in conversations about ways to ensure that the local restaurants, shops, services and businesses are as accessible as possible for residents as well as for those visiting the community.	Business brochure distribution in 2018.
Local Parks and Greenways	
a) Continue to identify two or three potential pilot sites to help to expand the current network of accessible trails	Assessment of key trails to be completed by Rick Hansen Foundation in spring 2018. Funding application to follow. Rachel to discuss priority trails with Committee at their next meeting
b) Consider developing trail profiles similar to the approach adopted by the Capital Regional District and make this information available at the local tourist office.	No action
Village Park	
a) Continue with the implementation of the Village Park Master Plan including the addition of walkways and pathways through the Park.	Family area pathways installed fall 2017; accessible picnic table to be installed in late winter/spring 2018
b) Add benches and rest areas at reasonable intervals (ideally 30 metres) throughout the park to allow for passive engagement and enjoyment of each of the different activity areas.	Through bench donation program – to be launched in 2018 (?). I think this program requires a bit more consideration. Where are benches proposed to be located? Who is responsible for overseeing the program? What bench standard are we using?
c) Continue making improvements to the community interface and entrances to the Village Park both along Dunsmuir Avenue and along Sixth Street including the addition of sidewalks, walkways and pathways where possible.	2017 family area improvements included improved Village Park entrance at 6 th and Dunsmuir, as well as a sidewalk and two new accessible parking stalls on Sixth Street (line painting scheduled for summer 2018). Proposed parking improvements include long-term project of a mid-block space on Dunsmuir between 6 th and 7 th , which would require Dunsmuir Ave interface redesign/ramp.

Street Parking

- That all of the standard designated parking spaces be a minimum of 3.7 metres wide including a transfer access aisle of 1.2 metres in keeping with the requirements set out in the BC Building Code;
- That any van accessible parking that is added follow the technical standards set out in Appendix A of this report and include a minimum dimension of 3.4 metres wide with a transfer aisle of 1.5 metres for a total width of 4.9 metres.

Designated Accessible Parking (Cultural Centre and Cumberland Museum)	
a) Consider adding two designated accessible parking spaces on First Street beside the Village Museum for use by individuals who have health and activity limitations and who are visiting the Museum or conducting business at the Village Office.	Long-term project in the Accessible Parking plan.
Designated Parking by the Village Park	
a) That the two designated accessible parking spaces that were removed at the time that the sewer infrastructure upgrades were made to Dunsmuir Avenue be replaced;	Replaced with spots on 6 th Street. Proposed long-term parking improvements include a mid-block space in Dunsmuir between 6 th and 7 th . Replacing accessible parking spaces in same location deemed undesirable since the ramp location would require wheelchairs and other wheeled users to go into the road.
e) Consider the addition of two or three designated accessible parking spaces on Sixth Street including van accessible parking and that this parking be located close to the different activity areas including the family area, the playing fields and the dog park;	These spaces are in the Accessible Parking plan, to be installed as budget permits.
Designated Accessible Parking	
f) That all of the designated parking spaces should be clearly marked by the international symbol of people with disabilities on each of the spaces as well as through the addition of signage clearly indicating that these spaces are only to be used by individuals who have a valid disability parking permit.	Signage and painting budgeted in 2018 and 2019
a) Make improvements to the designated accessible parking space located on Dunsmuir Avenue in front of the Village Office including making changes to the surface to make it more level and to ensure that there is a safe, clear, and accessible path of travel to the Village Office;	Budgeted for 2018
b) Add additional designated parking by making the first parking space on each of the cross streets along Dunsmuir Avenue as a designated accessible parking space beginning on the east	Signage and painting budgeted in 2018 and 2019

side of Dunsmuir Avenue and alternating down both sides of Dunsmuir Avenue to Sixth Street	
c) Retain the designated accessible parking spaces on Dunsmuir Avenue that are currently located outside of the medical office as well as the designated accessible parking that is currently located outside of the bank;	Complete
d) Replace the two designated accessible parking spaces that were located on Dunsmuir Avenue outside of the Legion as well as the two designated accessible parking spaces that were located at the entrance to the Village Park;	Budgeted for 2018? If not, in the Accessible Parking Plan.
f) Consider adding two designated accessible parking spaces on First Street beside the Village Museum for use by individuals who have health and activity limitations and who are visiting the Village Museum or conducting business at the Village Office.	Long-term project in the Accessible Parking plan.
g) Consider entering into an Agreement with SPARC BC to become a regional partner in the delivery of the Parking Permit Program for People with Disabilities.	Considered in by Council in 2017; to be reconsidered in future when Municipal Hall accessibility improved and staff resources allow